

ADDENDUM #1 for Statement of Work (SOW) For Technology Services

**Issued By
Minnesota Department of Agriculture
Project Title: Jasper Reports Shell**

Service Categories: Server-Application; Database-DB2; Web Applications Specialist - Java/JSP/Servlets

The following revisions are being made to the SOW:

Required Skills [These will be scored as pass/fail requirements.]

Required minimum qualifications:

- Master Contract resource type(s)/ categories: Server-Application; Database-DB2; Web Applications Specialist - Java/JSP/Servlets
- The vendor is required to be approved in the Database-DB2 category **and** at least one of the two remaining categories: Server-Application or Web Applications Specialist - Java/JSP/Servlets
- The successful contract vendor will be able to provide technical staff with a minimum of 3 years' experience with iReport and Jasper Reports.
- The successful contract vendor will be able to provide technical staff with a minimum of 3 years' experience training employees and writing technical documentation.

Responses to Questions

Requirements/Qualifications

The Service Category(ies) listed are Server-Application; Database DB2. Is the vendor required to be in both categories in order to bid, or just one of the two categories?

Answer: The SOW has been amended in response to this question; the vendor is required to be in the DB2 category, and in at least one of the following two categories: Server-Application and Web Applications Specialist - Java/JSP/Servlets.

Scope

Is the project extendable?

Answer: There are currently no plans to extend the project beyond the stated schedule and tasks.

Page 2 under Project Milestones and Schedule indicates, the second bullet states that “The vendor will have successfully installed all reporting components on 1 development web server and 1 production web server by 3/1/2013.” Is there a need to install on any test web servers?

Answer: No, there is only a need to perform installations on two servers, as the documentation deliverable is envisioned to aid MDA staff in any required future installations.

Page 2 under Project Deliverables, the last bullet asks to “Train up to six (6) MDA employees on how to use iReports to build new reports and Jasper Reports to display them in web applications. The following questions relate to this deliverable?

- a. What is the desired format of the training? Does the State desire informal training sessions with the MDA staff or will some form of training documentation be required? **Answer: Informal training will be sufficient for the iReport training. However, the documentation deliverable still exists for the other tasks, particularly the integration of Jasper Reports into the LIS 2.0 system currently under development,**
- b. What is the technical proficiency of the staff to be trained? Are they IT professionals, administrative staff, a combination, or other? **Answer: The staff to be trained will be a combination of IT professionals and application support staff.**

Page 2 under Project Environment (state Resources), the fourth sentence states that “MDA’s lead LIS Programmer will work with the contract vendor in providing specifications for report shells and templates, using existing online licensing specifications as a guideline.” Have specifications for report shells and templates been identified or will there only be guidelines from existing online licensing specifications? **Answer: This section generally refers to reports that are used to generate licensing renewals, which are often handled via online licensing. The renewal templates must be the same as the online licensing templates, so the specifications are already established and available with concrete examples.**

Funding/Billing

Do you expect any more funding against this SOW?

Answer: No, additional funding is not currently expected for this project.

Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDA approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?

Answer: Vendors will be paid on an hourly basis. The vendor’s proposal should include the number of hours and the hourly rate toward accomplishing the required deliverables.

Timing/Calendar/Location

Part Time

Does the State envision this task as being part-time work (180 hours spread across around 6 months)?

Is it MnDA’s intent to secure a resource to perform the duties outlined in this SOW on a part-time basis?

The project milestones are scheduled for January, April, May and June 2013 whereas the hours available are only for 22 working days. Is this effort only for the first deliverable or for all tasks together?

Answer: This project is envisioned as a part time engagement with the vendor, so the estimated hours are for all of the tasks, spread over the length of the contract.

Schedule

Is the State open to a more compressed schedule that will allow the tasks to be accomplished over a much shorter timeline (45 days) and allow someone to work on this on a full-time basis or are there factors that prevent this?

Answer: There are factors preventing a compressed schedule; primarily the availability of State Resources who will not be available to work with the vendor full time on this engagement.

Do you want the consultant to be available at work, 8 hour, a day, M-F continuously until the funds are exhausted or could the work be distributed until 06/28/2013 as given under the Project Milestones on page 2 of the SOW?

Answer: We envision and prefer to have the work distributed over the life of the contract.

Will the State consider consultants to work on this effort outside of the 8-5 typical working hours if this is indeed a part time/onsite effort?

Answer: For the portions of work that the vendor can accomplish offsite or on their own, the state is open to consultants performing work outside of typical working hours. However, there are several deliverables, such as in-person training, that will require work during first shift working hours.

What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?

Answer: State resources are generally available between 8 AM and 5 PM Monday through Friday, with some exceptions. Given a part time engagement, the State will work with the selected vendor to determine an acceptable schedule in advance.

Location

If the state will not consider a compressed schedule for accomplishing this project, then will the state consider allowing the consultant to work off-site after all required meetings and installations have been accomplished?

Could any of the work be performed remotely?

Answer: Yes, the state will consider allowing a vendor to work offsite on deliverables that can be accomplished without direct involvement from State Resources. However, there are several deliverables, such as in-person training, that will require work taking place at our site in St. Paul.

Will selected vendor resource(s) be required to perform off-hours, on-call support work?

Answer: No requirement for off hours, on call support work is currently envisioned for this project.

State Resources

Please confirm that the selected consultant will be supplied a computer by the State for work at MDA's 625 Robert Street North office.

Please confirm that MnDA will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.

Answer: MDA does not envision a need for the vendor to be supplied a computer for full time work. On site access to MDA's systems will be provided at appropriate times and under State direction in order to complete the deliverables. Software will be provided, and work space will be provided if required. If and when required, data models and samples will be provided. The vendor should be prepared to utilize their own equipment to develop deliverables such as documentation and report templates.

What will be the availability of the various State resources identified on page 2 under Project Environment (state Resources)? The availability of those resources could impact the schedule if there are delays.

Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract? If no, please provide anticipated utilization?

Answer: Under a part-time engagement, the following estimates are foreseen as availability/utilization for the identified State resources:

- ***MDA's Unit Supervisor will be available for up to 10 hours per week or as needed***
- ***MDA's interim DBA will be available for up to 6 hours per week. Additional DBA resources could become available if current hiring plans are completed.***
- ***MDA's lead LIS programmer will be available for up to 6 hours per week.***
- ***MDA's CISO will be available for up to 4 hours for the duration of the project***

Please confirm that vendor assigned resource(s) will be working at the direction and under the supervision of a MnDA Project Manager.

Answer: MDA's Unit Supervisor will serve as the Project Manager for this contract.